



## Wheat Belt Public Power District

# JOB DESCRIPTION

Job Title: Accounting Specialist		
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### **General Purpose of the Position**

This position is responsible for complete and accurate record keeping, work order management, accounts payable assisting the Accountant and Chief Financial Officer. This position reports to the CFO of the District.

### **Essential Activities and Responsibilities**


- Responsible for accounts payable processing
- Manages and ensures accuracy of work order accounting
- Manages 1099s and prepares W-9s for District contractors
- Manages corporate credit card accounts
- Manages the financial month close process
- Tracks construction Work Plan expenses
- Responsible for accounts receivable invoicing for non-energy receipts
- Assists with fleet management and record keeping
- Assists with FEMA & NEMA communications, processes and documentation
- Manages special equipment inventory and provides reporting for insurance
- Responsible for the District's records management & retention policy adherence
- Assist with annual inventory counts (work order and general ledger reporting, inventory receipts, etc.)

### **Education and Experience**

- Associates degree, preferred
- High school diploma, required
- 1-3 years of office and/or industry experience

### **Additional Qualifications**

- Knowledge and experience with accounting practices and accounts payables
- Skilled in Microsoft Office and accounting software
- Detail oriented with the ability to maintain meticulous records
- Strong verbal and written communication skills essential
- Team oriented with the ability to get along well with others

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